# OFFICE OF THE CITY TREASURER
**Bacolod City**

The Department advices the City Mayor, the Sanggunian and other local government and national officials concerned regarding disposition of local government funds and on such other matters relative to public finance. It takes custody of and exercises proper management of the funds of the City. It takes charge of the disbursement of all local government funds and such other funds, the custody of which is entrusted by law. It maintains and updated tax information system and enforces the implementation of tax ordinances. It also inspects commercial and industrial establishments within Bacolod City for the purpose of implementing tax ordinances of the City.

## 1. Application for Leave

| Office or Division: | City Treasurer's Office - Administrative Division |
|---|---|
| **Classification:** | Simple |
| **Type of Transaction:** | ☐ G2C – Government to Citizen<br>☐ G2B – Government to Business Entity<br>✓ G2G – Government to Government |
| **Who may avail:** | All Eligible Employees |

| CHECKLIST REQUIREMENTS | | | WHERE TO SECURE | |
|---|---|---|---|---|
| • Duly accomplished Application Form<br>• Medical Certificate<br>• Proof of Pregnancy<br>• Accomplished Notice of Allocation of Maternity Leave Credits<br>• Solo Parent Identification Card<br>• Barangay Protection Order (temporary or permanent) | | | • CTO Admin<br>• Doctor<br>• Hospital<br><br>• DSSD<br>• Barangay | |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Secure CSC Form No. 6 from CTO Admin | 1. CTO Admin accepts application and evaluates completeness of documents submitted and process for | None | 1 day | **Analyn Sumagaysay**<br>Fiscal Examiner II |

| | | | | |
|---|---|---|---|---|
| | signature of Admin Officer and Dept. Head | | | |
| 2. CTO Admin forwards Form No. 6 to HRMS | 2. Follow up release of forms from HRMS | None | | |
| 3. Employee gets a copy of Form No. 6 | 3. Keep file of Form No. 6 | None | 1 day | **Analyn Sumagaysay** Fiscal Examiner II |
| | TOTAL | None | 2 days | |

## 2. Payroll

| Office or Division: | City Treasurer's Office - Administrative Division |
|---|---|
| Classification: | Simple |
| Type of Transaction: | ☐ G2C – Government to Citizen ☐ G2B – Government to Business Entity ✓ G2G – Government to Government |
| Who may avail: | All Employees in the Division |

| CHECKLIST REQUIREMENTS | | | WHERE TO SECURE | |
|---|---|---|---|---|
| • Draft payroll • Collection lists from BACGEM/BCGEU • Daily Time Record of each employee | | | • MITCS | |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Draft payroll will be rotated to all employees for final remarks and notations as to their respective deductions | 1. CTO Admin to submit draft to MITCS for printing of final payroll | None | 1 day | **Teodorico Patalita Jr.** Revenue Collection Clerk II |
| 2. Submit respective Daily Time Records | 2. CTO Admin will process the final payroll with all attachments | None | | |
| 3. Employees to wait for their take home salaries to be | 3. CTO prepares the bank transmittal to be submitted to bank | None | 1 day | **Teodorico Patalita Jr.** Revenue Collection Clerk II |

| | | | | |
|---|---|---|---|---|
| credited to their ATM accounts | | | | |
| | TOTAL | None | 2 days | |

### 3. Clearance

| Office or Division: | City Treasurer's Office - Administrative Division | | | |
|---|---|---|---|---|
| Classification: | Simple | | | |
| Type of Transaction: | ☐ G2C – Government to Citizen<br>☐ G2B – Government to Business Entity<br>✓ G2G – Government to Government | | | |
| Who may avail: | All Employees | | | |
| CHECKLIST REQUIREMENTS | | | WHERE TO SECURE | |
| • Clearance Form<br>• Completely signed form (Departments concerned) | | | • From respective Department | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Incoming Clearance Form for signature of the City Treasurer – AJMemoria | 1. Forwards the form to the City Treasurer for signature | None | 1 day | **Mary Ann Magbanua**<br>Ticket Checker |
| 2. Wait for the form to be released | 2. Forwards the signed form to the employee concerned | None | | |
| | TOTAL | None | 1 day | |

### 4. Certification of Availability of Funds

| Office or Division: | City Treasurer's Office - Administrative Division |
|---|---|
| Classification: | Simple |
| Type of Transaction: | ☐ G2C – Government to Citizen<br>☐ G2B – Government to Business Entity<br>✓ G2G – Government to Government |
| Who may avail: | Office/Department |
| CHECKLIST REQUIREMENTS | WHERE TO SECURE |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| • Request Letter for the certification signed by end user<br>• Certification for the same request from the Budget Office and Office of City Accountant | • CTO Admin | | | |
| 1. Submit request for the certification, together with signed certification for the same request from Budget Office and Office of City Accountant | 2. Prepares the Certification | None | 1 day | **Mercedes Q. Panlilio**<br>Admin Officer IV |
| 2. Waits for the certification to be signed by the City Treasurer | 2. Forwards the certification to City Treasurer for signature | None | | **Mercedes Q. Panlilio**<br>Admin Officer IV |
| 3. Receives the certification duly signed by the City Treasurer | 3. Releases certification | None | | **Mercedes Q. Panlilio**<br>Admin Officer IV |
| | TOTAL | None | 1 day | |

### 5. Disbursement voucher for Terminal/Differential Pays

| Office or Division: | City Treasurer's Office - Administrative Division |
|---|---|
| Classification: | Simple |
| Type of Transaction: | ☐ G2C – Government to Citizen<br>☐ G2B – Government to Business Entity<br>✓ G2G – Government to Government |
| Who may avail: | Eligible Employees of this Department |

| CHECKLIST REQUIREMENTS | | WHERE TO SECURE | |
|---|---|---|---|
| • City Clearance<br>• Last day of Service Certification<br>• Computation of Terminal Pay | | • Division concerned<br>• HRMS<br>• HRMS | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |

| | | | | |
|---|---|---|---|---|
| 1. Submits above requirements to Admin Division and requests the person in-charge to prepare disbursement voucher | 1. Checks all submitted requirements and prepare the disbursement voucher | None | 1 day | **Teodorico Patalita Jr.** Revenue Collection Clerk II |
| 2. Will wait for the voucher to be processed | 2. Checks submitted docs and prepare disbursement voucher and process the same | None | | |
| 3. Wait until check will be ready for release | 3. Inform employee that the check is ready for release | None | 1 week | **Teodorico Patalita Jr.** Revenue Collection Clerk II |
| | TOTAL | None | 1 week and 1 day | |